



# ACCOUNTANT I

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FLSA Status: Non-exempt  
Adopted: April 2005

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## GENERAL DEFINITION

The Accountant I is an entry-level professional accountant classification. Incumbents apply principles of accounting to analyze routine financial data and prepare financial reports. The position has a moderate degree of independence in handling payroll and other fiscal maintenance operations, such as general ledger, fixed assets, financial reporting, annual audit, budget preparation, treasury, and related work as required.

## DISTINGUISHING CHARACTERISTICS

The Accountant I works under the general direction and guidance of the City Manager but receives direct supervision from the Assistant City Manager on a daily basis. The Accountant I also receives general direction from the City Treasurer for all treasury support activities.

## TYPICAL DUTIES AND RESPONSIBILITIES

- Oversees the payroll function; reviews payroll records for completeness and accuracy, resolves problems, and enters data into the payroll system to produce the agency's payroll, provides payroll data analysis to department heads and employees
- Applies principles of accounting to analyze financial information and prepare financial reports
- Reconciles financial information entered into accounts, such as general ledger accounts
- Analyzes financial information detailing assets, liabilities, and capital
- Prepares balance sheet, revenue and expense reports
- Prepares reports to summarize and interpret current and projected agency financial position
- Audits the financial records of the organization, ensures records and other types of documentation are properly maintained
- Assists with audits by outside entities
- Prepares reports to substantiate individual transactions prior to settlement
- Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures
- Monitors system for general fund accounting
- Makes recommendations regarding the accounting of reserves, assets and expenditures

- Participates in the development and administration of the budget, participates in the forecast of funds needed for staffing, equipment, materials and supplies
- Submits recommendations for improving the organization's accounting operation
- Collects appropriate data and prepares federal, state, and local reports
- Performs other related duties as required

## SPECIAL REQUIREMENTS

### Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone and communicate through written means.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of financial administration, fund accounting and budgeting, including generally accepted accounting principles
- Methods and techniques of internal auditing and accounting
- Computer spreadsheet and accounting systems software, including word processing, and graphic software programs
- Office methods and procedures
- Methods and techniques of administrative analysis
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input, data reporting, analysis, and procedures.

### Ability to:

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Operate a computer
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis

- Apply information system technology.

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with EDEN Payroll System preferred.

#### LICENSES AND/OR CERTIFICATES

Must possess and maintain a valid California drivers license.